

BROOKLYN VILLAGE BOARD MEETING MINUTES
April 25, 2016

The April 25, 2016 Village Board meeting of the Village of Brooklyn was called to order at 6:30 p.m. at the Village Hall by President Pat Hawkey. Trustees present were Bruce Crubaugh, Kyle Smith, Sue McCallum and Russell Cazier. Trustees Todd Klahn and Heather Kirkpatrick were absent. All stood for the Pledge of Allegiance.

Public comments – Trustee McCallum commented on the difficulty with the municipal court transition. Dane County can't hear any violations on ordinances because the ordinances are not in CCAP. The last Belleville court date is tomorrow and the police department will be postponing other court dates until June. Green County is not requiring ordinances to be in CCAP. Hawkey suggested the subject be put on the agenda for an update at the next meeting. Trustee Smith asked why the whistle has been going off at 4:00 in the morning. Hawkey stated that the whistle is broken and has been shut off until repaired. In the event of an emergency, it will be sounded manually. Public Works is getting it fixed and using money in the Emergency Management budget.

President Hawkey reported that Dime A Dip is May 5 and the Recreation Committee is still looking for food donations. Village garage sales are this weekend and the Historical Society is having indoor sales at the Community Center. Dumpster days started Saturday and are in effect through Sunday.

Deputy Clerk Kuhlman followed up on using PayPal as a payment source for residents. There is a charge to the Village for each payment. **Credit cards will now be accepted under the GovPayNet program at the clerk's office.** Lyle and Pat Hawkey donated \$400 for new flags which were purchased by Public Works and will be put up around the village before Memorial Day. **The new Village website is finished.** Hawkey asked that Trustee Kirkpatrick be informed regarding PayPal, as it was her request originally. Trustee Smith reported the new site is not mobile friendly and he had problems accessing items on the new website. Deputy Clerk Kuhlman reported that one of the new features is to be more mobile-friendly and will follow up with Town Web Design.

SAFETY: Hawkey reported that Chief Barger inquired on the procedure for interviewing a new part-time officer. Discussion followed regarding possible **changes to the Employee Hiring Process** document. Trustees McCallum and Crubaugh volunteered to be on the hiring committee with Chief Barger. Continued discussion on the hiring process. Hawkey will send the suggested changes to Chief Barger for review and the procedure will be discussed at the next Village Board meeting.

NEW BUSINESS: Appointment of committee assignments – McCallum volunteered to be the Senior Center representative and on the Town of Rutland Village 92 Stormwater Committee. Cazier was added to the Planning & Zoning Committee in place of Kirkpatrick. Crubaugh was added to the Recreation Committee and Cazier was added to EDC. Full committee assignments

are attached hereto. Smith moved to accept the committee assignment for 2016-2017. Cazier seconded. Motion carried. **Handbook for Board of Trustees** – Suggested changes were discussed. Hawkey will discuss with Spilde the Emergency Management section of the Trustee Handbook. Hawkey stated this is an informational Handbook only. Hawkey will make the changes and the board will approve it at the next meeting.

Ordinances - Chapter 6, Regulation of Animals – Discussion on changes made to the following sections: Restrictions on Keeping of Dogs, Cats, Fowl and Other Animals, B, prohibiting feeding of feral cats/dogs; Section 25.04 Impoundment of Animals, E, Impoundment Fee; and Section 25.09 Dangerous Animals Regulated, 11, Appeal to Circuit Court. McCallum made a motion to approve chapter 6, Regulation of Animals, as presented. Hawkey seconded. Motion carried. **Chapter 4, Alcoholic Beverages** – Hawkey handed copy of current ordinance to McCallum to review and suggest changes. Hawkey made a motion to postpone until McCallum has a chance to review and suggest changes. Crubaugh seconded. Motion carried. **Chapter 22, Cemetery Management** - McCallum will review current ordinance and suggest changes. Hawkey made a motion to postpone. Cazier seconded. Motion carried. Hawkey stated clerk's office will get a copy of Chapter 22 to McCallum.

Temporary Class "B"/"Class B" Alcohol License for Brooklyn SnoHornets/Oregon Sno-Blazers for May 28, 2016, at Legion Park, 202 ½ Railroad Street, and Temporary Operator Licenses for Mark Stephens, Debra Clark and Bradley Clark - Hawkey stated license applications were reviewed and okayed by Chief Barger. Hawkey made a motion to approve the temporary Class "B"/"Class B" License and the Temporary Operator Licenses. Smith seconded. McCallum reported that Chief Barger did not see the Temporary Class "B"/"Class B" License but did see the Temporary Operator Licenses. Motion carried. Hawkey suggested in the future that Chief Barger initial applications when finished reviewing.

Hawkey stated the **current bills** are present. Hawkey and Smith reviewed and initialed.

Appointment of Independent Interview Committee for Deputy Clerk-Treasurer position - Hawkey stated a committee will do the initial review and narrow down the candidates and set dates for outside panel to do preliminary interviews of candidates. Hawkey made a motion to approve original committee of Trustee Smith, Leif Spilde, Officer Engelhart, Clerk Strause and Deputy Clerk Kuhlman to do a pre-review of applicants and preliminary interview committee to be Mary Austin and Mike Zagrodnik. Smith seconded. Motion carried.

Hawkey made a **motion to approve the Finance Committee minutes of 3-9-2016**. Cazier seconded. Motion carried. Hawkey made a **motion to approve the Public Works Committee minutes of 2-23-2016**. Crubaugh seconded. Motion carried.

Hawkey made a motion to approve **Strand Associates contract, Task Order #16-01 Technical Services Agreement-WWTP-CAP & Water Quality Trading Assistance**. Discussion regarding contract. Smith seconded. Motion carried. McCallum made a **motion to approve**

Amendment #2 to April 25, 2012 Technical Services Agreement for Strand Associates.

Discussion regarding changes in amendment. Cazier seconded. Motion carried.

Hawkey reported that the **summer employee from Oregon Correctional started today**. Cazier reported he is still working with Brent Newberry at CDW on the **archive/backup services for emails** and will have a response by next meeting. Hawkey made a motion to postpone the archival services for employee emails. McCallum seconded. Motion carried.

Changes to Special Events Policy were discussed. Hawkey will make the changes discussed and distribute to the trustees for review before next meeting. **Changes to Special Events Application** were discussed. Hawkey will make the changes and distribute to trustees for review before the next meeting.

Hawkey reported on the April 20th **Fire/EMS meeting**. Hawkey handed out to the trustees copies of documents received at the meeting - copies of budgets, attorney fee bills, minutes for Fire and minutes for EMS. She reported they had a discussion on working with the Fire/EMS Board to get tires replaced on the brush truck and it shouldn't go over budget. Hawkey noted that EMS will be buying a defib. Smith and Crubaugh discussed EMS efforts to get equipment donated and by getting grant money. Hawkey reported there is another Fire/EMS Board meeting on Wednesday, April 27. She received an agenda which is dated April 20 but meeting is April 27. They want to discuss and vote on amendment to fire contract, and David Fahey will be there to talk about building loan. Our building loan money has been okayed by the state and we will pay off our portion on Friday.

Smith stated there was nothing on the agenda regarding the letter from the railroad. McCallum and Hawkey stated it was informational only. McCallum made a motion to adjourn. Crubaugh seconded. Motion carried.

8:05 p.m.

Linda Kuhlman, Deputy Clerk-Treasurer